TYPES OF SEARCHES

- There are two types of positions on the LINCS system: jobs and internships
- You may search using any criteria (any field options)

VIEW ALL CURRENT JOBS & INTERNSHIPS ON LINCS

1. Go to “Job & Internship Search > Job Search” in the upper menu bar
2. Click the “Search” button to view all position types
3. Your results should show all “active” postings in the LINCS system

SELECTING CRITERIA (FIELDS)

**Please note: To search by more specific criteria click on “Advanced Search”. The more criteria that you select in one search, the narrower the results returned. To broaden your search results, select one or two criterion at a time.

Be more proactive in your job and internship search by creating Job Agents and Saved Searches to do the work for you! Step by step instructions on creating “Job Agents & Saved Searches” are also found in the folder where you found this document.
SUGGESTED FIELD OPTIONS FOR SEARCHES

- **Keyword(s)**
  - You may use key words such as “stipend” or “Accounting”. The system will scan the whole job description for your key word.

- **Position Type**
  - You may select the type of positions you are looking for such as “Full-time Experienced” or “Intern/Co-op-Paid”. You may select multiple types during one search, use the CTRL key to select more than one.

- **Job ID**
  - If you know the job ID number of a posting, you may enter it to find the full description of the position.

- **Post Date**
  - You may select a range of dates or just a date, your result will be all jobs or internships posted within the range selected or as of the date selected.

- **Expiration Date**
  - You may select a range of dates or just a date, your result will be all jobs or internships posted that have expired within the range selected or as of the date selected.

- **Organization Name**
  - You may search for a specific company or agency by writing in the name of the organization such as “Re/Max Gold”

- **Industry**
  - You may search by the industry the position may be related to by clicking on industry type.

- **Majors**
  - You may select a major such as “Advertising”, your result will be jobs or internships requiring or preferring applicants with that major selected (by the employer). Click on “Add/Remove” button to select a major. You may select multiple majors during one search, use the CTRL key to select more than one.
  - Check the box “Exclude Records with All Majors” in your search if you do not want to include job/internship postings (records) that were posted for all majors by the employer.

- **Position Location**
  - You may search for a specific location by writing in the name of a city such as “Natomas” or “Elk Grove”.

- **Wage/Salary**
  - You may search by “Wage/Salary” if you have a minimum salary you would like to earn.
HOW TO APPLY TO POSTINGS

For Jobs: In the Application Instructions section, follow the description provided by the employer.

For Internships: In the Application Instructions section, it may state “Apply through your campus Work Experience & Internship Office”. Check the Resource Library on your LINCS Home page for the folder called “How to Get an Internship” or go to the internship program website at wexp.losrios.edu — Click on “Students” then Click on “Internship Program” for step by step instructions.

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